

**RECORDS RETENTION AND DISPOSITION SCHEDULE
VDOT Specific Schedule No. 501-003: Districts**

Agency: Department of Transportation
Division: Maintenance Division

Page 1 of 8

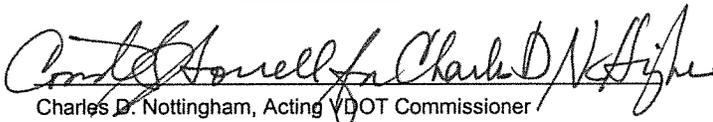
Table of Contents

Page	Section
2	Districts

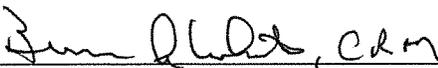
This schedule is continuing authority under the provisions of the Virginia Public Records Act 42.1-76 et seq. Code of Virginia, for the retentions and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

Agency Approval

State Approval


Charles D. Nottingham, Acting VDOT Commissioner


C. Preston Huff, CRM, State Records Administrator


Bruce L. White, CRM, Agency Records Manager

OCT 04 1999

Effective Date

RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-003: Districts

Effective Date:

Page 2 of 8

Agency: Department of Transportation

10-Aug-99

Division: Maintenance Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Activity Logs - Transportation Operations Center (TOC)</u></p> <p>The Transportation Operations Center (TOC) receives customer concerns and documents them on an in-house developed log. Used to generate an action request for the appropriate Area Headquarters, or to dispatch emergency services.</p>	2701	Retain for two (2) years, then destroy.
<p><u>Additions and Abandonments</u></p> <p>Documents changes in the primary or secondary road system (e.g., addition of a new road, removal of a road to landowners, etc.) where VDOT has the responsibility for road maintenance and improvement.</p>	2141	Retain until superseded, then destroy.
<p><u>Contracts - Service/Maintenance</u></p> <p>Documents the administration of service or maintenance contracts awarded by Maintenance Division-Districts. Used to monitor and audit a service contractor's performance. These contracts may cover such services as mowing and snow removal.</p>	2696	Retain for three (3) years after completion of contract or agreement, or until audit, whichever is longer, then destroy.
<p><u>Contracts - Sidewalks, Curbs and Gutters</u></p> <p>Documents the assignment of contractors for the construction, maintenance, or repair of sidewalks, curbs and gutters. Monitors and tracks work performed by the contractors.</p>	2719	Retain for three (3) years after completion and/or termination of contract or agreement, then destroy.
<p><u>Emergency/Natural Disaster Files</u></p> <p>Documents fiscal expenditures, conditions, and administrative issues following natural disasters or emergencies (e.g., blizzards, floods, snows, and other severe weather conditions). Includes road conditions, snow removal reports, requests for federal or state funds, damage survey reports, reports of roads and bridges closed, and emergency phone logs. Also includes similar data now being retained on the EIS/VOIS electronic system (Emergency Information System/Virginia Operational Information System).</p>	2723	Retain for three (3) years from the date of final settlement of claim, then destroy.

RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-003: Districts

Effective Date:

Agency: Department of Transportation

10-Aug-99

Division: Maintenance Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Landslide Files</u></p> <p>Documents the investigation and repair of landslides that occur along roadways. Used in preparing repair estimates.</p>	2721	Retain for five (5) years after corrective action, then destroy.
<p><u>Maintenance Action Report System (MARS)</u></p> <p>An electronic database purchased (by the NOVA District) in 1993 and modified to fit the needs at the time. It serves as a management tool to monitor response time for requests for services. This record appears in the NOVA District. It may appear elsewhere, but it does not interact with other systems.</p>	2718	Delete or destroy entire file or individual records when no longer administratively useful.
<p><u>Non-Destructive Testing Files (NDT)</u></p> <p>Documents requests for and the results of non-destructive testing, including falling weight deflectometer (FWD) tests, roughness tests, and skid tests that are conducted for a general survey or at investigative sites. Used to track pavement problems and monitor improvements.</p>	2732	Retain for five (5) years, then destroy.
<p><u>Pavement Distress Management System (PDMS) - Video Tapes</u></p> <p>Documents videotapes of longitudinal, transverse, and alligator cracks on the pavement of primary and interstate roadways. Used to prioritize repair work for the upcoming construction season and to enter information into PDMS.</p>	2729	Retain for as long as administratively required, then destroy.
<p><u>Pavement Distress Management System (PDMS) - Diskettes</u></p> <p>Documents an electronic database containing information obtained from the pavement videos that identify longitudinal, transverse, and alligator cracks on the roadway. Information is compared to the district's maintenance budget to determine the amount of work that can be completed during the construction season.</p>	2730	Retain for as long as administratively required, then destroy.

RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-003: Districts

Effective Date:

Page 4 of 8

Agency: Department of Transportation

10-Aug-99

Division: Maintenance Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Pavement History File</u></p> <p>Documents the Pavement Data System Reporting Form (M-20) sent to the districts from the residencies. Used in the districts for budgeting of projects to correct pavement problems. Also used to verify that pavement conditions entered into HTRIS are correct. Data include type of pavement, date pavement applied, project contractor, route number, and mile point for each primary and secondary road in the District.</p>	2731	Retain for five (5) years, then destroy.
<p><u>Paving Schedules</u></p> <p>Documents the development of annual roadway paving schedules. Includes the target budget allocations available for the plant mix schedule, slurry seal schedule, and the surface treatment schedule.</p>	2724	Retain for five (5) years, then destroy.
<p><u>Permits - Adopt-A-Highway</u></p> <p>Documents an organization's or individual's "adoption" of a specific section of a highway for litter control and trash removal. Normally found in residencies, these records also exist in the NOVA District.</p>	2704	Retain for one (1) year after permit expires, then destroy.
<p><u>Permits - Hauling</u></p> <p>Documents the issuance by the district of single-trip hauling permits and the collection of the permit fees. Permits are required for all oversized width, length or weight vehicles/loads. Permits are valid for thirteen (13) days. Maintenance Division-Central Office is responsible for the issuance of blanket permits.</p>	2145	Retain for two (2) years, then destroy.
<p><u>Permits - Land Use</u></p> <p>Documents the issuance of land use permits granted for utility and private (for both private and commercial use) entrances involving state-owned rights-of-way or property. This information is used for reference. Maintenance Division-Central Office is the office of record.</p>	2146	Retain for three (3) years after permit expires, then destroy.

RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-003: Districts

Effective Date:

Agency: Department of Transportation
 Division: Maintenance Division

10-Aug-99

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Permits - Special Use</u></p> <p>Documents permits issued on a one-time basis for special use (e.g., parades, block parties, bicycle races, etc.) of VDOT right-of-way or property. Permit can be a completed form or correspondence.</p>	2703	Retain for two (2) years after permit expires, then destroy.
<p><u>Plans - Adverse Weather</u></p> <p>Documents the development of adverse weather response plans. Used to assign personnel, schedule shifts, assign vehicles, document training, and other administrative concerns. Plans include snow and hurricane planning and contingencies.</p>	2722	Retain until superseded, then destroy.
<p><u>Plans - Incident Management</u></p> <p>A detailed operational plan that defines state and local agencies' roles and responsibilities during a traffic incident. Incidents may require the closure of a roadway, bridge or tunnel resulting in a detour around the incident site. Copies are provided to VDOT's Traffic Management System, the residencies, and other state and local agencies involved.</p>	2725	Retain until obsolete or superseded, then destroy.
<p><u>Project File - Maintenance</u></p> <p>Documents maintenance projects administered by the district. Used to track project progress and budget expenditures. Includes both RAAP and SAAP projects.</p>	2720	Retain for five (5) years after completion of the project, then destroy.
<p><u>Safety Patrol - Daily Line-Up Forms</u></p> <p>Documents daily work assignments for each patroller and their assigned vehicle. Used to track personnel assignments and to advise other VDOT divisions and outside authorities (i.e. State and local police) of duty assignments. Also includes the Freeway Incident Response Team (FIRT) work schedule and other safety patrol assignments.</p>	2713	Retain for two (2) years, then destroy.

RECORDS RETENTION AND DISPOSITION SCHEDULE
VDOT Specific Schedule No. 501-003: Districts

Effective Date:

Page 6 of 8

Agency: Department of Transportation

10-Aug-99

Division: Maintenance Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>Safety Patrol - Daily Shift Reports</u></p> <p>Documents daily shift reports of the safety patrol. Form is completed by patrol supervisors and leaders.</p>	2712	Retain for three (3) years, then destroy.
<p><u>Safety Patrol - Daily Vehicle Inspections</u></p> <p>Documents an in-house developed form completed by each patroller at the beginning and end of every shift. Used to check out vehicles and document deficiencies and supplies replaced.</p>	2715	Retain for ninety (90) days, then destroy.
<p><u>Safety Patrol - Equipment Inventories</u></p> <p>Documents the equipment issued to a safety patroller upon their assignment to the staff. Includes an electronic inventory of laptop computers issued to patrollers.</p>	2714	Retain for three (3) years after return or disposal of property, then destroy.
<p><u>TMS - Control Room Operations</u></p> <p>Documents activity and productivity of Traffic Management System control room staff during a shift. Includes the shift supervisor's summary report. Used to track and monitor staff performance and to prepare individual staff performance evaluations. This record series appears in NOVA District.</p>	2709	Retain for two (2) years, then destroy.
<p><u>TMS - Electrical Checklists</u></p> <p>Documents the inspection of electrical traffic management equipment and systems. Used to issue repair work orders. Information is entered into the Traffic Management System (TMS).</p>	2716	Retain for three (3) years, then destroy.

RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-003: Districts

Effective Date:

Agency: Department of Transportation
Division: Maintenance Division

10-Aug-99

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>TMS - Equipment Inventories</u></p> <p>Documents the district's roadway lighting fixtures. Used to track location of fixtures, number of vendors under contract to service and repair fixtures, the number of poles, the number of lighted signs, under-bridge fixtures, lane signs, and the number of lamps. Includes an electronic inventory of the equipment. This record series appears in the NOVA District.</p>	2717	Retain for three (3) years or until audit, then destroy.
<p><u>TMS - Gate Operation Report</u></p> <p>Documents gate status and changes recorded in the Traffic Management System (TMS) for gates located in the districts. Gates are operated by either computer or manually by technicians. Documents gate groups, dates, morning and night shift reports, and any problems that caused a delay in gate operations.</p>	2707	Retain for two (2) years, then destroy.
<p><u>TMS - Monthly Incident Log</u></p> <p>Documents a daily log and monthly reports of individual incidents that occur during a month as reported by seven controllers. Information is entered into the Traffic Management System (TMS) and includes incident types, number of incidents, number of rush-hour incidents (morning/evening) and incident location. Indicates number of sign messages used and the number of openings of the Woodrow Wilson Bridge. This record series appears in the NOVA District.</p>	2706	Retain for three (3) years, then destroy.
<p><u>TMS - Road Work Log</u></p> <p>Documents when the Traffic Management System (TMS) is notified of impending work on routes under their jurisdiction. Log is used to ensure that all work scheduling and electronic sign messages are coordinated through TMS for the safety of VDOT crews and the public.</p>	2726	Retain for two (2) years, then destroy.
<p><u>TMS - Visual Monitoring System</u></p> <p>Documents the video monitoring of roadways and tunnels on an ad-hoc basis. May be used by Virginia State Police for accident or incident investigations.</p>	2711	Retain for sixty (60) days, then reuse or destroy.

RECORDS RETENTION AND DISPOSITION SCHEDULE VDOT Specific Schedule No. 501-003: Districts

Effective Date:

Page 8 of 8

Agency: Department of Transportation

10-Aug-99

Division: Maintenance Division

Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<p><u>TMS - Woodrow Wilson Bridge Openings</u></p> <p>Documents openings of the Woodrow Wilson Bridge span. Used to notify police, media, and the public of scheduled span openings. The District of Columbia is currently responsible for the operation of this bridge; the Maryland Department of Transportation is currently responsible for the surface of this bridge; and VDOT is currently responsible for the lighting. This record series appears only in the NOVA district.</p>	2710	Retain for two (2) years, then destroy.
<p><u>Wet Accident Reduction Program</u></p> <p>Documents annual reports of "wet-pavement-hot spots" generated by the Materials Division-Central Office from the accident subsystem of the Highway Traffic Record Information System (HTRIS), a statewide electronic database, and computer generated reports of test vehicles breaking in wet and dry conditions on District roads. Used for review to identify potential slick spots on District roads that may become the subject of a maintenance or construction road project to be added to the current or following year's schedule. Used for reference to answer inquiries from staffs in the Central Office, the District, and from citizens.</p>	2728	Retain for three (3) years, then destroy.
<p><u>Work Plan - Area Headquarters</u></p> <p>Documents the Area Headquarters Superintendent's weekly work plan and accomplishments. Outlines work accomplished each day and week and lists work to be completed for the upcoming week. Report is submitted to district Maintenance Operations Manager. Used to monitor and evaluate work performance, identify problems, and utilize crews effectively.</p>	2733	Retain for one (1) year, then destroy.